

Austin Center for Events

Thank you for choosing Austin, TX to host your event.

Things you should know:

An application must be **completed**, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees. All requested information in this application is in the interest of public safety and is for internal staff use only. Additional information may be requested.

ACE has the right to approve or deny any application.

Please read through these documents thoroughly. Deadlines, requirements and related applications may vary by tier level"hyperlink" or event plan. ACE is here to guide you through this process.

**Applicant is responsible for any fees associated with this application. Applicant must be the signer of this application.*

APPLICATION REQUIREMENTS

The following are requirements for consideration of a Special Events Permit:

Safety/Security Plan, Waste/Recycling Plan, Parking plan (where applicable), adequate toilet facilities, outreach to affected Neighborhood groups. Applications will not be considered complete without the following documents, these are **required to schedule a meeting** with the Austin Center for Events review committee. Incomplete applications will not be accepted and may be subject to denial based on submissions deadlines.

- ☐ **Completed Application** p. 1-"10"
- ☐ **Scaled Site Plan**
- ☐ **Route/Event Map**

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Austin Center for Events Application

505 Barton Springs Road, Suite 1070 Austin, TX 78704 512.974-“...”

This application must be ***completed***, signed and submitted to the Austin Center for Events (ACE) to process any required permits and applicable fees.

I. GENERAL EVENT INFORMATION

Official Event Title:

Venue Name:

If applicable.

Event Address:

Site plan and event map required for this application to be considered complete.

II. PRODUCTION INFORMATION

Please answer all that apply.

					Expected Daily Attendance		Expected Talent <i>For safety planning, internal staff use only.</i>
					participants	volunteers/ staff	
Load-in <i>Example</i>	Day: <i>Monday</i>	Date(s): <i>dd/mm/yyyy</i>	Start Time: <i>12:00 AM</i>	End Time: <i>11:59 PM</i>			

EVERY EVENT REQUIRES AN ON-SITE INSPECTION PRIOR THE START OF THE EVENT.

Inspection scheduling will vary depending on required City Department availability. Inspections conducted between the hours of 9:00am-4:00pm, Monday through Friday will not incur additional fees.

Day 1	Day:	Date: Click here to enter a date.	Start Time:	End Time:			
Day 2	Day:	Date:	Start Time:	End Time:			
Day 3	Day:	Date:	Start Time:	End Time:			
Day 4	Day:	Date:	Start Time:	End Time:			
Day 5	Day:	Date:	Start Time:	End Time:			
Load-out	Day:	Date(s):	Start Time:	End Time:	Total Attendance		

If more than 5 days are being requested, please indicated here and attach a duplicate sheet.

III. APPLICANT INFORMATION

Sponsoring Organization: Mailing Address:	Producing Organization: Mailing Address:
Applicant Name: <i>Applicant is responsible for any fees associated with this application. Applicant must be the signer of this application.</i>	Applicant Phone:
	Applicant Email:
Primary On-Site Contact: <i>*required *</i>	Primary On-Site Contact Phone:
Secondary On-Site Contact:	Secondary On-Site Contact Phone:
<i>*On-Site contact listed must be available to meet on-site during the entire event duration, including load-in and load-out.</i>	

IV. EVENT DETAILS			
EVENT TYPE: <i>Please check all that apply.</i>			
<input type="checkbox"/> PARADE/PROCESSION	<input type="checkbox"/> CONCERT/PREFORMING ART	<input type="checkbox"/> RUN/WALK	<input type="checkbox"/> PROMOTIONAL/ADVERTISING
<input type="checkbox"/> PROTEST/RALLY	<input type="checkbox"/> BOATING/ROWING	<input type="checkbox"/> SWIM	<input type="checkbox"/> OTHER(S):
<input type="checkbox"/> FESTIVAL/FAIR/BLOCK PARTY	<input type="checkbox"/> TRIATHLON/MARATHON	<input type="checkbox"/> BICYCLE	
<i>Is this event?</i>		<i>How will this event be advertised?</i>	
<input type="checkbox"/> Annual <input type="checkbox"/> Recurring	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Admission Fee: _____	<input type="checkbox"/> TV/Radio/Print <input type="checkbox"/> Billboards <input type="checkbox"/> Social Media/Web <input type="checkbox"/> Posters <input type="checkbox"/> Advanced Ticket Sales <input type="checkbox"/> Other(s):	
Previous Name(s):		Number of Years: <i>Ex: 10th annual</i>	<i>Additional comments:</i>
Any changes from previous years?			
LOCATION: <i>Please check the box next to an item if any part of your event may apply.</i>			
<input type="checkbox"/> Inside an existing structure	<input type="checkbox"/> Vacant Lot <input type="checkbox"/> Parking Lot	<input type="checkbox"/> Impact the Right of Way <i>See ROW Section</i>	<input type="checkbox"/> Cross or come within 200 ft of railroad tracks
<input type="checkbox"/> May change the authorized use of a building	<input type="checkbox"/> Private Property <input type="checkbox"/> Public Property <input type="checkbox"/> State Property	<input type="checkbox"/> Need to reserve on-street parking spaces	<input type="checkbox"/> Impact public transit/bus routes <i>Ex: Will your event require closing any bus stops?</i>
<input type="checkbox"/> CITY PARK	Events held on the City of Austin parkland require additional permits. Please refer to Special Events Policies and Procedures for City parkland.		<input type="checkbox"/> I have submitted a Park's Special Event application
BUILDINGS/EQUIPMENT: <i>Please check the box next to an item if any part of your event may apply.</i>			EVENT SECURITY/MEDICAL: <i>Please check all that apply.</i>
<input type="checkbox"/> Tent or temporary structure(s) <input type="checkbox"/> Stage(s)/Scaffolding <input type="checkbox"/> Fencing <input type="checkbox"/> Signage/Banner <input type="checkbox"/> Amplified Sound (inside or out)	<input type="checkbox"/> Electrical, plumbing or lighting installation(s) <input type="checkbox"/> Theatrical flame performance/open flame(s) <input type="checkbox"/> Inflatable's/Bouncy Toys <input type="checkbox"/> Other sound equipment (i.e. air horn, bull horn)	<input type="checkbox"/> Generator/fuel type <input type="checkbox"/> Propane <input type="checkbox"/> Fireworks/pyrotechnics <input type="checkbox"/> Other:	<input type="checkbox"/> Austin Police Department <input type="checkbox"/> Private Security Company: <i>Name/Contact/Phone</i>
			<input type="checkbox"/> Austin-Travis County Emergency Medical Services <input type="checkbox"/> Private Medical Provider: <i>Name/Contact/Phone</i>
SITE PLAN/EVENT MAP: Detailed, scaled site plans or event maps are required for every event. These should include as applicable: labeled surrounding streets, north arrow, lot dimensions, fire lanes (15' lanes, 25' turn radius), fencing/barriers, booths, canopies/tents, cooking areas, generators, vehicles, beer gardens, number and dimensions of entrances/exits, dumpsters, etc. Examples can be found here: <hyperlink>			

V. AMPLIFIED SOUND (21-30 day deadline)

Rules and helpful info...

Day 1	Day: <i>Monday</i>	Date: <i>dd/mm/yyyy</i>	Start Time: <i>12:00 AM</i>	End Time: <i>11:59 PM</i>	Decibel Limit:
Day 2	Day:	Date:	Start Time:	End Time:	
Day 3	Day:	Date:	Start Time:	End Time:	
Day 4	Day:	Date:	Start Time:	End Time:	

VI. EVENTS IN THE RIGHT OF WAY (180 DAY DEADLINE)

The public Right of Way (ROW) is typically defined as the roadway plus 10' behind the curb. This definition of the City Right of Way may vary depending on the physical conditions at any given location. If your event needs to utilize space in the street outside your event area for staging of vehicles, material, people or equipment; you may be impacting the ROW. [Transportation Special Events](#).
Please answer all that apply.

ROWMAN Application Number:		<i>example ROWMAN number</i>		PARTICIPANT INFORMATION		
Have you submitted a Street Closure Information Form? <hyperlink example of form>		<input type="checkbox"/> Yes <input type="checkbox"/> No		TYPE	Children ages	NUMBER
Who will prepare a Traffic Control Plan (TCP) for the event? < hyperlink example of a TCP>		<input type="checkbox"/> City of Austin <input type="checkbox"/> Other Registered PE		Adults		
				Children		
				Animals/ Pets		
				TOTAL PARTICIPANTS:		
IMPORTANT EVENT TIMES Please answer all that apply.				Assembly time for onsite participants: <i>11:59 PM</i>		
Registration/Check-in time: <i>11:59 PM</i>				Staging location:		
Walk/Run start time (1 st wave): <i>11:59 PM</i>		(2 nd wave): <i>11:59 PM</i>		De-staging location:		
Will any of the following street(s)/bridge(s) be affected?				Number of floats:		
<input type="checkbox"/> 11th Street <input type="checkbox"/> Drake Bridge (S 1st Street) <input type="checkbox"/> Ann Richards/ Congress Ave Bridge <input type="checkbox"/> Guadalupe St & Lavaca Street <input type="checkbox"/> Cesar Chavez St (Mopac to IH 35) <input type="checkbox"/> Lamar Blvd (btwn 30th and Ben White Blvd) <input type="checkbox"/> Congress Avenue <input type="checkbox"/> Rainey Street				BARRICADE COMPANY		
				Company Name:		
				Primary Contact:		
				Mobile Number:		
Will the event enclose a geographic area? <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional comments:				
What dates and times are you requesting street closures?						
Is this a City or State of Texas Legal Holiday? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date: <i>dd/mm/yyyy</i>		End Date: <i>dd/mm/yyyy</i>		
		Start Time: <i>12:00 AM</i>		End Time: <i>11:59 PM</i>		
Any event in the ROW, will require to a ROWMAN application, a Street Closure Information Form and have a Traffic Control Plan made or provide sealed plan from a Registered PE.						

VII. EVENT SECURITY

Rules and helpful info...

Will you be using Austin Police Department (APD) or a private security agency?

☐ APD

 ☐ Private

 ☐ Both

Private Security Provider Name:

Contact Name:

Contact Phone:

VIII. EVENT MEDICAL

Rules and helpful info...

Will you be using Austin-Travis County Emergency Medical Services (ATCEMS) or a private provider?

☒ ATCEMS

 ☐ Private

 ☐ Both

Private Medical Provider Name:

Contact Name:

Contact Phone:

IX. FOOD/BEVERAGE

If you are planning to sell food or provide food vendors at your event, separate permits from Health & Human Services may be required. [Health and Human Services Business Applications and Guides](#)
 Please check all that may apply.

☐ Packaged food☐ Packaged beverages☐ Food vendors☐ Prepared food
(hot or cold)☐ Open beverages

Number of vendors:

[Temporary Food Event Permit Application](#)*A copy of the permit is required prior to the issuance of a Special Event permit.*☐ **Alcohol**Events that plan to serve alcohol are required to coordinate with the [Texas Alcoholic Beverage Commission \(TABC\)](#).
☐ I have
coordinated with
TABC
X. TRASH AND RECYCLINGVisit www.austintexas.gov/zerowasteevents for more information.*Please indicate the number of each item needed for the event.***Trash and Recycling capacity must be equal **Composting is not a requirement but encouraged*Number of receptacles/containers to be used for
collection of materials onsite during the event.Number and size of dumpsters and/or roll-offs
to be used at the event.

TYPE

NUMBER

TYPE

SIZE

NUMBER

Trash*

Trash*

Recycling*

Recycling*

Compost**

Compost**

DELIVERY OF DUMPSTERS AND/OR ROLL-OFFS

DUMPSTER/ROLL-OFF COMPANY

DELIVERY DATE:
*dd/mm/yyyy*DELIVERY TIME:
11:59 PM

Company Name:

REMOVAL DATE:

REMOVAL TIME:

Company Telephone Number:

Identify on your site plan the location of all dumpsters and/or roll-offs.

XI. ENVIRONMENTAL SUSTAINABILITY REQUIREMENTS

Section # of the special events ordinance requires all Tier IV events have a Sustainable Event Plan in place to mitigate negative environmental impacts and improve sustainability outcomes. The Sustainable Event Plan should incorporate a reasonable and effective combination of strategies identified in the special events guidance document.

Please attach a narrative detailing the strategies planned. The plan should include all sustainability and environmental impact mitigation activities, campaigns, promotions, and incentives associated with this event.

XII. NOTIFICATIONS and COMMUNICATION

Notifications to affected persons will be required for all special events. Delivery method will be determined by <Event Tier>.

Depending on the location or specifics of your event other local agencies may need to be involved for coordination efforts. Examples include but are not limited to the following; please check any you think may apply. ACE will be happy to assist you with these.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Austin Convention Center | <input type="checkbox"/> CapMetro | <input type="checkbox"/> The Long Center for the Performing Arts | <input type="checkbox"/> Palmer Events Center |
| <input type="checkbox"/> State Parking Facilities | <input type="checkbox"/> State Preservation Board | <input type="checkbox"/> Texas Alcoholic Beverage Commission | <input type="checkbox"/> Texas Department of Public Safety: Capitol |
| <input type="checkbox"/> Texas Department of Transportation | <input type="checkbox"/> University of Texas at Austin | <input type="checkbox"/> Other: | |

XIII. OTHER INFORMATION

The City also requires the following information be supplied for the event to qualify for approval. Some may be dependent on <Tier Level>.

- EVENT SAFETY PLAN
- EVENT RESTROOM FACILITIES PLAN
- EVENT TRASH, RECYCLING AND/OR COMPOSTING PLAN
- EVENT COMMUNICATION PLAN WITH NEIGHBORHOOD GROUPS
- EVENT INSURANCE

The City of Austin strongly encourages promoting and using alternative transportation options to event participants and planners. For example: carpooling, biking or using CapMetro transportation options.

Please attach any additional information to the application.

XIV. INSURANCE

Proof of insurance must be provided to the Special Event no later than “_____” (#) days prior to the start of the event.

A Special Event Permit will not be issued until all insurance requirements have been received, verified and approved.

XV. SIGNATURE

"I, the applicant signer, affirm that I am authorized to represent the organization coordinating the event laid out in this application. As a representative of the Event Organizer, I agree to pay the full amounts that will be specified by individual departments associated with this event as they are laid out in the fee schedule portion of this application. It is the responsibility of the applicant to notify all affected departments of any cancelations. Requested changes to this application must be submitted in writing and approved by all involved departments prior to the issuance of any special event permits."

The undersigned hereby declares that the information provided in this application is true and that I have read any related ordinances and rules and understand the conditions of this application as set forth therein.

APPLICANT SIGNATURE:

APPLICANT PRINTED NAME:

DATE:

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge. All documents received by the Special Event Committee are public documents and subject to the public records requests in reference to ...

Austin Center for Events staff use only

The following documents have been received and are complete:

- ☐ Completed Application
- ☐ Scaled Site Plan/ Event Route or Map
- ☐ Event Insurance (pending approval)

Application submission date: _____

Received by

Name: _____

Department: _____